



STATE OF WEST VIRGINIA
DEPARTMENT OF REVENUE
ALCOHOL BEVERAGE CONTROL ADMINISTRATION

900 Pennsylvania Ave., 4th Floor
Charleston, West Virginia 25302

Representative POS and/or Promotions Request

Representative: _____ Date Submitted: _____

Location, date of event, start/end time of event. If you are providing items to bar/restaurant (bar mats, cups etc.) please list here. *Items must be given directly to an on-premise location and not a retail liquor store. You are responsible for filling this form out each time with a breakdown of estimated cost.*

Will a licensed representative be attending? If so, list all such representatives (Note, 3rd party marketing companies are not permitted).

Please describe event and what will be done by the licensed representative.

Will there be trade spending at this event if located at a private club? _____ If yes, how much will be spent? _____
(Note, maximum permitted spending is \$100 per event/per location).

Has the event been made known and offered to all retailers, bars/clubs/licensed establishments? Y N

Total amount you will be spending at bar/promotion (including trade spending and give-away items to consumers):
_____ (Note, maximum permitted \$250.00 per event/location)

Representative Signature _____

Date: _____

APPROVED

DENIED